



# APPLICATION FOR SIGN PERMIT

(Section 23-010 - 23-180 Lehi City Development Code)

For Office Use Only      Application Date: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Approval Signatures & Dates: \_\_\_\_\_

**Fees:**

- |                                                                      |                                                                          |
|----------------------------------------------------------------------|--------------------------------------------------------------------------|
| • Temporary Special Event Sign - \$25.00                             | • Temporary On Premise Project Sign - \$100.00                           |
| • Temporary Directional Sign for Project - \$100.00                  | • Temporary Weekend Directional Sign - \$10.00                           |
| • All other signs approved by the Development Review Committee - \$0 | • Signs approved by Planning Commission - see Conditional Use Permit fee |

**Please Note:** This application for zoning approval is to be completed prior to filing a Building Permit Application if a Building Permit is required. The fees listed on this application do not include any necessary Building Permit fees.

**Business Name:** \_\_\_\_\_

(Provide the name of the business, development, subdivision, special event or other identification of the sign user)

Address (Sign Location): \_\_\_\_\_ Bldg/Suite #: \_\_\_\_\_ Zone: \_\_\_\_\_

Subdivision/ Development Name: \_\_\_\_\_ Lot: \_\_\_\_\_ Parcel ID#: \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

(Applicant shall be the primary contact person and responsible for all submittal information)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner's Signature of Authorization to file:** \_\_\_\_\_

(if more than one owner, attach the signature of each owner to this application)

**Company or Person Installing Sign:** \_\_\_\_\_ **State License #:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

**Valuation of Sign:** \$ \_\_\_\_\_

**Type of Sign or Device:** (Check applicable box and attach submittal requirements listed on Page 2)

Signs Approved Administratively By The DRC:

- ☐ Awning sign
- ☐ Canopy Sign (including Canopy Signs for gas stations)
- ☐ Directional or Instructional Sign (on premise)
- ☐ Institutional Sign
- ☐ Monument Sign
- ☐ Projecting Sign
- ☐ Suspended sign
- ☐ Subdivision Monument Sign or Nameplate
- Temporary signs:
  - ☐ Directional Project Sign
  - ☐ Model Home Sign
  - ☐ On Premise Project Sign
  - ☐ Political Sign
  - ☐ Promotional Sign
  - ☐ Weekend Directional Sign
- ☐ Wall Sign
- ☐ Other \_\_\_\_\_

Signs Approved by the Planning Commission:

(Requires Conditional Use Permit Approval at a Public Hearing)

- ☐ Electronic Message Display (EMD)
- ☐ Marquee
- ☐ Menu Board
- ☐ Pole Sign (on premise)

**Type of Illumination:** (Check one)

- ☐ Non-illuminated or detached light source    ☐ Internal or attached light source

**Proposed Work:** (Check one)

- ☐ New Installation    ☐ Alteration    ☐ Temporary Sign Installation    ☐ Relocation - on site    ☐ Sign Face Change

**Dimensions of Proposed Sign:**

Height: \_\_\_\_\_ (ft) \_\_\_\_\_ (in) Width: \_\_\_\_\_ (ft) \_\_\_\_\_ (in) Total Sq. Ft. \_\_\_\_\_

**Dimensions of Wall in which Proposed Sign will be Attached (Wall Signs):**

Height: \_\_\_\_\_ (ft) \_\_\_\_\_ (in) Width: \_\_\_\_\_ (ft) \_\_\_\_\_ (in) Total Sq. Ft. \_\_\_\_\_

**Percentage Calculation of Sign Area to Wall Area (Wall Signs)** Primary Wall: \_\_\_\_\_ Secondary wall(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_**Clearance** (if applicable): Distance from bottom of sign to finished grade directly below the sign \_\_\_\_\_ (ft) \_\_\_\_\_ (in)Will any existing signs be removed? ☐ No ☐ Yes, provide detailed description of sign(s) to be removed.Are any existing signs to be re-installed? ☐ No ☐ Yes, provide detailed description of sign(s) to be re-installed.**APPLICATION SUBMITTAL REQUIREMENTS****REQUIREMENTS FOR ALL SIGNS:**

- (1) \_\_\_\_\_ Completed Application and Fee paid. *A separate application may be required for each separate sign.*
- (2) \_\_\_\_\_ If the sign requires approval by the Planning Commission, the applicant must file an application for a Conditional Use Permit, including fee.
- (3) \_\_\_\_\_ One 11"x17" copies of a plot plan showing the relationship of the sign to:
- (a) \_\_\_\_\_ Buildings – if the proposed sign is to be placed on a wall, please include the dimensions of the wall upon which the sign will be placed
  - (b) \_\_\_\_\_ Parking areas
  - (c) \_\_\_\_\_ Property lines
  - (d) \_\_\_\_\_ Rights-of-way
  - (e) \_\_\_\_\_ Intersections
  - (f) \_\_\_\_\_ **Easements (BE SURE TO SHOW THE LOCATION OF ALL PUBLIC UTILITY EASEMENTS AND AVOID PLACING THE SIGN IN THE EASEMENT AREA(S))**
  - (g) \_\_\_\_\_ Driveways
  - (h) \_\_\_\_\_ 35 foot clear vision zone
- (4) \_\_\_\_\_ One 11"x17" copies of accurately dimensioned, scaled drawings of the sign showing:
- (a) \_\_\_\_\_ Height, width and square feet dimensions
  - (b) \_\_\_\_\_ Color
  - (c) \_\_\_\_\_ Type and intensity of illumination
  - (d) \_\_\_\_\_ Text composition and font type(s)
- (5) \_\_\_\_\_ One 11"x17" renderings or photographs showing how the sign will appear from the street.
- (6) \_\_\_\_\_ One 11"x17" copies of details of sign construction, including design of support structures and electrical plan.

**SUPPLEMENTAL REQUIREMENTS FOR CERTAIN SIGNS:****Temporary Signs:**

- (1) \_\_\_\_\_ Submit a signage plan including the number, location, dimensions, and sign copy of all proposed signs.
- (2) \_\_\_\_\_ Provide dates the sign(s) will be displayed - not to exceed 30 days at any one time or 90 days per calendar year.
- (3) \_\_\_\_\_ For portable or A-frame type signs, provide a site plan showing where the sign will be located and how it will be anchored. Signs are not allowed within a public right of way, including sidewalks.
- (4) \_\_\_\_\_ For banners, provide a building elevation drawing or image showing where the banner will be attached and how it will be attached.

**Electronic Message Display Signs:**

- (1) \_\_\_\_\_ Provide written certification from the EMD manufacturer that the light intensity shall not exceed the maximum levels specified in Chapter 23 of the Development Code and verification that the sign uses photocell dimming for automatic dimming of the intensity of the sign illumination under varying light conditions.

**APPLICANT CERTIFICATION**

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Lehi City may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Lehi City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_